

## CHECKLIST FOR RESPONSE TO OFFICE ACTION

Docket No	Secretary	Attorney	Check Item	Comments
			<input checked="" type="checkbox"/> Timing	Action has been checked to confirm the due date was docketed correctly.
			<input checked="" type="checkbox"/> EOT due & present	<input type="checkbox"/> Yes _____ months <input type="checkbox"/> No
			<input checked="" type="checkbox"/> Caption	Serial No. checked for accuracy against PTO information in the file.
			<input checked="" type="checkbox"/> Attachments	All attachments included (i.e., references, drawing, declaration, etc.)
			<input checked="" type="checkbox"/> Postcard	Serial No. correct, identifies everything being filed.
			<input checked="" type="checkbox"/> Claims	Claim status identifiers are correct.
			<input checked="" type="checkbox"/> PTO-1449	Prior 1449's completely initialed by Examiner
			<input type="checkbox"/> Amendment After Final Notice of Appeal:	<input type="checkbox"/> Filed herewith <input type="checkbox"/> Extended <input type="checkbox"/> Secretary docketed next due date
			<input type="checkbox"/> Certificate of Mailing or Faxing	Includes:
			<input type="checkbox"/> Mail or Fax	<input type="checkbox"/> CM Stamp on each document being filed
			<input type="checkbox"/> Mail or Fax	<input type="checkbox"/> Signed and dated by person mailing
			<input type="checkbox"/> Mail or Fax	<input type="checkbox"/> Copy of SIGNED certificate made for file
			<input type="checkbox"/> Mail	<input type="checkbox"/> Envelope addressed to PTO with correct postage
			<input type="checkbox"/> Mail	<input type="checkbox"/> Postcard includes return mail address and postage
			<input type="checkbox"/> Mail	<input type="checkbox"/> File given to docketing

**\*\*NOTE: CM/FAX CANNOT BE USED FOR NEW APPLICATIONS (BUT ARE OK FOR RCE'S)**

J:\MW2B Forms\New PTO Forms\CHECKLIST FOR RESPONSE TO OFFICE ACTION 3-11-05.doc